About adding students

Edusoft gets student rosters from your district’s Student Information System (SIS), and updates the rosters at regular intervals set by your district. Between roster updates, you may need to add new students so that their enrollment information is available for taking assessments, and for inclusion in Edusoft reports and custom groups. New student information remains active for between 1 and 4 weeks (your district sets the time frame) and is then overwritten by the next roster update, when new students become part of your district’s SIS.

To add a student:

1. Click the Admin tab. Click the Rosters link or icon.
2. Enter the student’s first and last name, and the district or state student ID, and click Go.
3. Enter as much student information as you can, and click Create as New.
4. Select the student’s gender, add any other available information, and click Continue.
5. Select the school(s) this student is enrolled in, and click Continue.
6. For each school the student is enrolled in, select a grade and, optionally, Ed programs and ethnicity. Click Continue.
7. Check the confirmation page, and click Continue to Courses.
8. Select the courses (or grades in some cases) and click Continue.
9. Select the period(s) and click Continue.

Edusoft displays the new student’s profile.
About student profiles

A student’s profile contains the student’s roster information from your SIS, plus a user name and password if the student has login access to Edusoft. Between roster updates for your district, you may need to change enrollment information for a student, assign the student a login, or reset the student’s password. You can do this by editing the student’s profile.

To edit a student profile:

1. Click the Admin tab. Click the Rosters link or icon.
2. Find a student by entering as much information as possible, and click Go.
3. Click the View link for the student whose profile you want to edit.
4. Make the needed changes in the student’s profile:
   - To remove a student from classes, click the Remove Periods link, and then click the checkbox for each class you want to remove from the student’s profile. Click Continue.
   - To add a student to classes, click the Add Periods link, click the checkbox for each course you want to add, and click Continue. Then, click the checkbox for one period for each course you’re adding. Click Continue.
   - To create a login for the student, click the Create a login for this user link. Enter a user name, and click Continue. Edusoft displays the student’s user name and password in the profile, in the Login Info section.
   - To reset the student’s password, click the Reset Password link. Edusoft assigns a new random password.